

**ATTORNEY 3/ASSISTANT GENERAL COUNSEL  
TENNESSEE DEPARTMENT OF HUMAN SERVICES**

**General Description of Position**

The Department of Human Services provides public assistance, vocational services, child support enforcement, adult protective services, child and adult care licensing and social and community services to nearly 2 million Tennesseans. This staff attorney will be responsible for conducting litigation and legal research in DHS programmatic areas, including vocational services, adult protective services, child and adult care licensing, and other areas served by the Tennessee Department of Human Services. The position is Executive Service, and located in the Shelby County Office.

**Education, Experience and Qualifications**

- Valid Tennessee law license
- Three (3) or more years of continuous legal practice, preferably with litigation experience
- Excellent research and writing skills
- Proficient in use of Microsoft Word and Excel
- Candidate must be able to work cooperatively with Department program staff in diverse areas and must willing to work extra hours and days as necessary
- Candidate must be willing to travel (mostly within the West Tennessee area), but on occasion, travel to Nashville may be required.
- Ability to make timely and effective decisions in keeping with the goals and mission of the Department.

**Salary Range**     \$4,542-\$6,359 monthly, depending on experience, and State of Tennessee employee benefits.

**Responsibilities**

- The Assistant General Counsel in the Shelby County Office will be one of two attorneys responsible for handling all legal issues assigned to that office.
- The AGC will be responsible for consulting with program staff regarding legal issues involving childcare licensing and adult protective services, and handling legal issues involving DHS as they arise.
- This attorney will be responsible for conducting litigation as necessary in both administrative and chancery court forums.
- The AGC will need to possess the ability to perform assigned duties in a timely and accurate manner, be self-directed, and to produce accurate and thorough professional work.

If you are interested in this position, submit your resume, legal writing sample, and three professional references to [Jobs.DHS@tn.gov](mailto:Jobs.DHS@tn.gov) by June 13, 2016.